



New England Chapter of Parenteral Drug Association Speaker Policy

Revision 0 (Initial), Effective: January 22, 2007

Signatures / dates below

Author:	Myron F. Dittmer, Jr., Member-at-Large	_____ <i>Signature on file: 01/10/2007</i>
Approvers:	Louis T. Zaczekiewicz, President	_____ <i>Signature on file: 01/10/2007</i>
	Jerry Boudreault, President-Elect	_____ <i>Signature on file: 01/10/2007</i>
	Rusty Morrison, Treasurer	_____ <i>Signature on file: 01/22/2007</i>
	Melissa Smith, Secretary	_____ <i>Signature on file: 01/10/2007</i>
	Bruce Rotker, Member-at-Large	_____ <i>Signature on file: 01/10/2007</i>

1. Speakers must provide the NEPDA with an electronic copy of their presentation no later than two (2) weeks prior to the meeting date. Microsoft PowerPoint® or Adobe Acrobat™ PDF presentations are the typical presentation software used. If other presentation software is to be used, this must be coordinated in advance with the NEPDA.
2. If, due to emergencies, illness, or for other reasons, a speaker can not make the meeting, he or she is responsible for immediately notifying the NEPDA and arranging for an alternate speaker, if possible.
3. Speaker presentations should be well-organized, coherent, and meet the requirement of subject matter previously agreed to between speaker and the NEPDA. Presentations are intended to educate the attendees, not to market or sell a specific product or service.
4. Speakers are expected to dress in suitable business attire.
5. If speakers wish to distribute hard copy printouts of their presentations to the meeting attendees, they are responsible for preparing these and bringing them to the meeting. In the interest of conservation, double-sided handouts are requested. The NEPDA will reimburse the copying costs of the printouts upon submission of a dated receipt.
6. Speakers shall arrive at least 30 minutes prior to the start of the meeting to allow NEPDA volunteers to familiarize them with final meeting details including the sequence of speakers, audio-visual equipment and other matters related to the event.
7. If the presentation has changed from the time that the initial electronic copy was provided to the NEPDA, then the updated version shall be provided to the NEPDA within one week after the presentation, for posting to the NEPDA website.
8. Speakers are responsible for securing the necessary company approvals to allow their presentation to be posted to the NEPDA website.
9. Speakers are responsible for their own lodging and transportation costs, unless otherwise approved in advance by the NEPDA Chapter Board.
10. Speakers are required to complete the lower portion of this policy and forward it to the NEPDA as soon as they have agreed to speak at a NEPDA meeting. Current contacts for the NEPDA are listed at the main PDA website, www.pda.org, at the page for the New England Chapter.

Speaker acknowledges and accepts the above policy for speaking at the NEPDA event dated: _____

Print
 Name: _____ Title: _____
 Company: _____ Email: _____
 City, State, _____
 Street: _____ Zip Code: _____
 Company _____ Cell _____
 Phone: _____ Phone: _____
 Signature: _____ Date: _____

Speaker's additional signature / date below indicates permission to post the presentation on the PDA website: _____